

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Second Quarterly DDA Review  
OS Five-Year Plan

STAT FROM:		EXTENSION		NO. STAT	
STAT				DATE	
Chief, Policy Branch, PPG/OS 4E-70 HQS				10 March 1982	
TO: (Officer designation, room number, and building)		DATE		OFFICER'S INITIALS	
		RECEIVED	FORWARDED		
1.	C/PPG	10 MAR 1982	10 MAR 1982	PQ	
2.	DD/P&M	10 MAR 1982	3/10	D	
3.	DD/Security	10 MAR 1982	3/10/82	Q	
4.	D/Security	11 MAR 1982	15 MAR 1982	K	
5.	DD/PSI	15 MAR 1982	3/15	S	
6.	DD/PTAS	16 MAR 1982	3/16	M	
7.					
8.	JANE	18 MAR 1982	18 MAR 1982	Hem	
9.					
10.	C/PB/PPG 4E-70 HQS	18 MAR 1982			
11.					
12.					
13.					
14.					
15.					

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1 - 6

FYI:

DDA Management Staff, advised that the Second Quarterly DDA Review of the OS Five-Year Plan will be held at 1300 hours, Tuesday, 20 April 1982, in 4E-64 HQS. [redacted] indicated he would informally discuss an agenda sometime next week. Responsible officers of OS Planned Objectives will be kept informed as soon as the agenda is established.

copies to C/PSD-TSD-ISSG)  
Hem

THANKS + please  
tickle me on this  
ONE

3/17/82

8 MAR 1982

MEMORANDUM FOR: ✓ Chief, Special Security Center  
 Chief, Security Records Division  
 Chief, Policy and Plans Group  
 ✓ Chief, Information Review Group  
 Chief, Personnel Management Staff  
 Chief, Logistics Staff  
 ✓ Chief, Security Education Group

FROM: Leo J. Dunn  
 Deputy Director of Security (P&M)

SUBJECT: Quarterly Review Program

STAT

1. Reference is made to [ ] memorandum of 23 December 1981, which indicates that the purpose of the quarterly review is to bring the Director of Security up-to-date on the status of all substantive programs within DD/P&M. Presentations should contain sufficient detail to enable comprehension of your progress/shortfalls, resource utilization, and needs. Subordinate managers may assist as appropriate and we are free to discuss problem areas as well as successes. Questions should be anticipated by both the Director and Deputy Director of Security.

2. I would like this to be a meaningful and somewhat formal exercise, modeled after the presentations provided to the DDA on 4-C, SIMS, and security awareness. I also think it would be useful to use some visual aids, such as viewgraphs, in order to keep the talks crisp, pertinent and significant.

3. The quarterly review is scheduled for 1:30 p.m. on 7 April 1982 in our Security conference room. By 23 March, I would like to have: (a) a general outline of your briefing, (b) an estimate as to the amount of time required for each presentation, (c) the name of the action officer who will handle the briefing, and (d) an indication as to whether visual aids will be used.

4. I plan on having a dry run in the OS conference room at 1:30 p.m. on Wednesday, 31 March 1982.

STAT

